Evolve College

COURSE EXTENSION AND DEFERRAL REQUEST FORM

Use this form to ask for more time to complete your course. You can ask for:

- an **extension** – more time to complete your course, while you keep studying; or
- a **deferral** – a pause of up to six months, during which your studies are on hold.

Complete the form and email it, with any supporting evidence, to evolve@evolvecollege.com. We will respond in writing within 14 days. If your request is approved, we will tell you the fee and how to pay it. Please do not send credit card details by email.

EXTENSION CONDITIONS

- You must apply before the expiry date of your course. The maximum total extension is six months.
- A fee of $500 applies, as set out in the *Administration and Additional Fee Schedule* (no fee for Jobs and Skills WA subsidised students). You may keep studying during the extended period.
- We will only grant an extension if you have not already had six months of extension, **and** your qualification is not subject to major changes, **and** it has not been superseded or announced for supersession (teach-out).

DEFERRAL CONDITIONS

- A deferral puts your studies on hold for up to six months. You have no study obligations during that time, and your completion and graduation are delayed by the same period.
- You must have paid all course fees due at the time. A fee of $500 applies, as set out in the *Administration and Additional Fee Schedule* (no fee for Jobs and Skills WA subsidised students), and you must confirm current fees and pay any additional costs before you return. No course fees are refunded for a deferral.
- We will not grant a deferral if your course is in a teach-out period or major changes to the training package are in place or announced.

If you do not agree with our decision, you can appeal under the *Complaints and Appeals Policy and Procedure*. All documents are at www.evolvecollege.com/policies.

Privacy: We collect the information on this form, including any health information, only to assess your request. It is stored securely, seen only by staff who need it, and handled in line with our *Privacy Policy and Procedure*.

STUDENT DETAILS			
Given name/s:		Family name:	
Student ID:		Date of birth:	(dd/mm/yyyy)
Postal address:			
Mobile:		Email:	
Course:	☐ HLT42021 Certificate IV in Massage Therapy ☐ HLT52021 Diploma of Remedial Massage ☐ CHC51015 Diploma of Counselling ☐ Other: _____		
Date of enrolment:		Expiry date:	

REQUEST
I am requesting (tick one): ☐ An extension of _____ months (maximum 6 months in total) ☐ A deferral of _____ months (maximum 6 months) from _____ / _____ / _____ to _____ / _____ / _____
Reason for my request (please give details and attach supporting evidence, such as medical certificates or letters):
List the supporting evidence attached:

STUDENT DECLARATION	
By signing below, you declare that:	I have read and accept the conditions on this form and the information I have provided is correct and complete. I understand that any extension or deferral must comply with the terms and conditions of enrolment set out in my Enrolment Form and Student Agreement.
Signature:	
Date:	

OFFICE USE ONLY	
Date received:	
Course fees due paid:	☐ YES ☐ NO
Teach-out or major changes:	☐ YES ☐ NO
Extensions already granted:	_____ months
Approved:	☐ YES ☐ NO Reason: _____
New course expiry date:	_____ / _____ / _____
Fee payable / payment received:	$_____ ☐ YES ☐ NO Date: _____ / _____ / _____
Outcome sent to student:	Date: _____ / _____ / _____
Executive Manager Operations signature:	

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Related documents: Student Agreements, Administration and Additional Fee Schedule, Fees, Charges and Refunds Policy and Procedure, Special Consideration Request Form, Complaints and Appeals Policy and Procedure.